

Environmental Scientist/Engineer – Growing environmental consulting firm seeks qualified individuals with physical science or engineering degree or comparable experience. Position requires computer literacy in word processing, spreadsheets, and databases; knowledge of GIS software, AutoCAD, computer programming, and Adobe software desired; must have desire to grow with an emerging business and willingness to work as a team. Accuracy, excellent verbal and written communication skills, ability to meet deadlines and to work with regulatory agencies required. Field work will be required.

Salary and title commensurate with qualifications and experience. 24-40 hours per week in Santa Fe; benefits included.

Send cover letter and resume to jobs@serafinatechnical.com or mail to:

Serafina Technical Consulting LLC
3900 Paseo del Sol
Santa Fe, NM 87507

Office Administrator – Environmental consulting firm seeks qualified individual with proven organizational ability and excellent verbal and written communication skills who is motivated to learn and grow with an emerging business. Associates or college degree preferred. Must have strong computer proficiency, including word processing, spreadsheets, and adobe software, attention to detail and editing skills; knowledge of QuickBooks, accounting, contracts and government procurement rules desired and willingness to work as a team required; Duties include assisting with contracts, billing, compiling environmental application packages, marketing, developing standard operating procedures and benefits package, and other general office tasks.

Salary commensurate with qualifications and experience. 24-36 hours per week in Santa Fe; benefits included.

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